

Form Letter – Inadequate Plans Submitted

Date

Name

Address

City, State, Zip

Re: Plans for proposed food establishment  
Name and Address of establishment \_\_\_\_\_

Dear \_\_\_\_\_

Thank you for supplying plans and specifications for your proposed food establishment. To complete the plan review, additional information is needed to determine if the proposed construction complies with Michigan's food law. Please submit the items checked below.

- ☐ Completed plan review application
- ☐ Proposed menu
- ☐ Completed plan review worksheet
- ☐ Scaled drawings
- ☐ Floor plans of establishment
- ☐ Room finish schedule (floor, wall and ceiling materials & finishes)
- ☐ Equipment layout for the food service area
- ☐ A manufacturer's cut sheet or equivalent information for each piece of food equipment
- ☐ Plumbing plan
- ☐ Lighting plan
- ☐ Hot water generating equipment information
- ☐ Mechanical plan showing
  - ☐ Hood, duct and fan sizes and locations
  - ☐ Air balance proposal
  - ☐ Make-up air equipment: size, locations, air intake and distribution points
- ☐ On-site water well data
- ☐ On-site sewage disposal system data
- ☐ Details of outside garbage storage area and containers
- ☐ License application

Comments:

Construction may not begin until requested material has been submitted and the plans have written approval. Please call with questions or consult the publication titled "Food Establishment Plan Review Manual".

Sincerely,

C: ???